

City Secretary – City of Montgomery, TX

Job description:

The City of Montgomery is seeking a qualified person to fill the position of City Secretary.

The City Secretary is appointed by the City Council as recommended by the City Administrator. Under the general supervision of the City Administrator, the City Secretary is responsible for the preparation and documentation of City Council meetings and other public gatherings. All official records such as contracts, ordinances, resolutions, bids and insurance policies must be kept and maintained. The City Secretary prepares and types a variety of forms, documents, and correspondence. Council minutes and ordinances must be updated, marked and indexed. The City Secretary researches records for staff, Council and the public. The City Secretary records bids, and attests in Court to official City documents and licenses. The City Secretary is also responsible for the preparation and supervision of City elections. This position requires a working knowledge of local and state laws, city and departmental policies and procedures, city records, and secretarial skills.

ESSENTIAL JOB FUNCTIONS:

- In accordance with the Texas Open Records Act, prepares and posts approved agendas and public notices for all City Council, Planning & Zoning Commission & Board of Appeals meetings, and other board or commission meetings, as necessary.
- Attends all meetings of the City Council; and prepares and preserves official minutes, records, laws, resolutions, ordinances and actions of the City Council.
- Compiles and prepares Council meeting agenda materials for distribution.
- Compiles and prepares Planning & Zoning Commission meeting agenda materials for distribution.
- Maintains all City contracts and agreements.
- Maintains custody of the City seal and attests to official documents.
- Responsible for releasing public information in accordance with the Texas Open Records Act.
- Administers oaths and attests contracts, assessment certificates and other legal instruments when executed by the authorized officers of the City.
- Serves as Record Management Officer and oversees the City's record retention program.
- Assists in preparation and notification of official actions.
- Serves as administrator for all City elections, including posting and publishing of notices as required by law. Handling all early voting procedures and being available in the City Secretary's office on Election Day.
- Receives petitions, initiatives, and referendums, and applications for office, and verifies applications and petitions on behalf of the City.
- Certifies acknowledgement of all applications for permits or licenses to serve alcoholic beverages within City limits.
- Prepares correspondence for the City Secretary's Office, the City Administrator, and the Mayor and Council as required.
- Updates the city website and corresponds with residents as directed.
- Assist the City Administrator wherever needed.
- Provides back up for the utility billing clerk, as needed.
- All other duties as assigned.

WORKING CONDITIONS:

- Works is confined mainly to an office setting.
- Attends all meetings of the City Council, including evening meetings, as the recording secretary.
- At a minimum, must attend annual training provided by the Texas Municipal League or the Texas Municipal Clerks Association on relevant topics.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for long periods performing keyboarding, computer work, filing, copying and other administrative duties.
- Must be able to move about the office and bend or stoop to retrieve files; lift books, or other materials

weighing up to 30 pounds.

- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach items with hands or arms.
- Must be able to use step stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to drive a vehicle to purchase supplies or equipment; to prepare for or attend meetings or events.
- Must possess mental acuity for attention to accuracy and detail.

Job Requirements

Education, training, experience:

- Experience as City Secretary is highly desired. Minimum of five years of progressively responsible administrative assistant experience, preferably in the public sector.
- Thorough knowledge of regulations, policies, and procedures which apply to municipal government.
- Ability to maintain effective and respectful work relationships with appointed and elected officials, city staff, and the general public.
- Make independent judgments which have highly significant impacts on the organization.
- Communicate ideas and concepts with clarity.
- Must communicate effectively in the English language when writing or speaking.
- Proficiently use computers, Microsoft Office applications, and general office equipment.
- Effectively respond to stressful or high pressure environments; meet deadlines and perform multiple tasks under pressure.
- Possession of, or ability to obtain, City Secretary Certification by the Texas Municipal Clerks Certification Program (within four years of employment).
- Notary Public Certification
- Ability to pass a criminal background check
- Possess a valid Texas drivers licenses.

Apply to:

By Mail:

City of Montgomery
PO Box 708
Montgomery, TX 77356

In Person:

Montgomery City Hall
101 Old Plantersville Rd
Montgomery, TX 77356

By Email

clangley@ci.montgomery.tx.us

By 4:30 December 12, 2014